

NEGATIVE REPORT OF SENIOR FEDERAL TRAVEL **FOR THE PERIOD**

FOR THE REPORTING PERIOD OF _____

TO: General Services Administration
Travel Management Policy Division (MTT)
1800 F Street, NW, Room G-219
Washington, DC 20405
(202) 501-0349 (FAX)

FROM: YOUR AGENCY

For the above period this department/agency had no travel to report pursuant to FPMR 101-37.4. Travel considered includes (i) all non-mission travel on Government aircraft by senior Federal officials (including those acting in an aircrew capacity when they are also aboard the flight for transportation), family members of such officials and non-Federal travelers including persons from other departments or agencies, and (ii) all mission and non-mission travel on Government aircraft for senior executive branch officials from this or other agencies. Government aircraft include all aircraft owned, leased, chartered or rented by this agency.

Signature

Name (Please print or type)

Title

Date